

**GOVERNMENT OF TELANGANA**  
**ABSTRACT**

Public Services –Labour Employment Training & Factories Department – Insurance Medical Services – Special Rules for the post of Administrative Officer in the Telangana State Directorate, of Insurance Medical Service – Orders - Issued.

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**LABOUR EMPLOYMENT TRAINING & FACTORIES (OP&IMS) DEPARTMENT**

**G.O.MS.No. 27**

**Dated: 28/04/2016**

**Read the following:-**

- 1) G.O.Ms.No.183, Health Medical & Family Welfare (Q1) Department  
Dated: 04.05.1996.
- 2) G.O.Ms.No.300, Finance (SMPC-I) Department, Dated.30-10-2013.
- 3) From the Director, Insurance Medical Services, Hyderabad,  
Lr.Rc.No.6881/E1A/2013, Dt.8-11-2013 & Dt.09-01-2014 &  
Dt.25.11.2014 and Dt.16-12-2014.
- 1) From Secretary, Telangana State Public Service Commission,  
Hyderabad Lr Rc.No.86/RR/ TSPSC/2016, Dated.22.04.2016.

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**ORDER:**

In the G.O. 2<sup>nd</sup> read above, orders have been issued for creation of four posts of Administrative Officers in the Office of the Director of Insurance Medical Services, Telangana State, Hyderabad for improving the organizational effectiveness of health system and to ensure management of human, material and financial resources of Insurance Medical Services.

2. In the letter 3<sup>rd</sup> read above, the Director of Insurance Medical Services, Telangana State, Hyderabad has stated that as per the Insurance Medical Services Special Rules issued in G.O.Ms.No.183, Health Medical & Family Welfare (Q1) Department, Dated.04-05-1996 and subsequent amendments issued thereto, the post of Administrative Officer has not been included in the said Special Rules. He has, therefore, furnished the draft Adhoc Rules for the post of Administrative Officer in the Office of the Director of Insurance Medical Services, Telagana State Hyderabad and requested to consider the eligible Superintendents working in the O/o Director of Insurance Medical Services, Telangana State, Hyderabad for appointment as Administrative Officers against the sanctioned posts in the G.O.2<sup>nd</sup> read above.

3. The Government after careful examination of the matter have decided to issue Special Rules for the post of "Administrative Officer" in the Telangana State Directorate of Insurance Medical Service.

4. Accordingly, the following Notification shall be published in the Telangana State Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling the Governor of Telangana hereby makes the following Special Rules for the post of "Administrative Officer" in the Telangana State Directorate of Insurance Medical Service.

(P.T.O)

## **SPECIAL RULES**

### **1. Short Title:**

These Rules shall be called “Special Rules for the post of Administrative Officer in the O/o Directorate in Telangana State Insurance Medical Services, 2015”.

### **2. Constitution:**

The Service shall consist of the category of post of **Administrative Officer** in the office of the Director of Insurance Medical Services, Telangana State.

### **3. Method of Appointment:**

By appointment by transfer of Superintendents working in the Office of the Director of Insurance Medical Services, Telangana State.

### **4. Rules of Reservation in Appointment:**

Rule 22 and 22-A of the General Rules, and instructions / orders issued there under, from time to time shall be followed.

### **5. Qualifications:**

No person shall be eligible for appointment by transfer, to the post of Administrative Officer, unless he / she possess the following qualifications:-

- (a) Must be a graduate of any recognized University in India established or incorporated by or under a Central Act, State Act **or** Provincial Act or an Institution recognized by University Grants Commission.
- (b) Must have passed Accounts Test for Subordinate Officers Part-I and Part-II **or** Executive Officers Test Conducted by State Public Service Commission.

### **6. Minimum Service:**

No person shall be eligible for appointment by transfer, unless he is an approved Probationer and has put in not less than three years of service in the category from which appointment by transfer is made.

### **7. Appointing Authority:**

The Appointing Authority for the post of Administrative Officer shall be the Director of Insurance Medical Services, Telangana State.

### **8. Probation:**

Every person appointed by transfer shall be on Probation for a total period of one year on duty within a continuous period of two years from the date, on which one commences probation.

### **9. Unit of appointment:**

For the purpose of appointment by transfer discharge for want of vacancy, reappointment, seniority, transfer and posting and appointment as full member to the post of Administrative Officer, the unit of appointment shall be the Office of the Director of Insurance Medical Services, Telangana State, Hyderabad.

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**10. Transfer and posting :**

Transfer and posting of the Administrative Officer shall be made by the Director of Insurance Medical Services, Telangana State.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

**AHMED NADEEM  
PRINCIPAL SECRETARY TO GOVERNMENT(FAC)**

To

The Commissioner, Printing, Stationery & Stores Purchase, (Printing wing),  
Chenchalguda, Hyderabad.(with a request to supply 150 copies of the Gazette  
Notification.)

The Director of Insurance Medical Services, Telangana State, Hyderabad.

**Copy to:**

The Accountant General, Andhra Pradesh& Telangana, Hyderabad.

The Pay & Accounts Officer, Telangana State , Hyderabad.

The General Administration (Ser-D) Department.

The Law (B) Department.

The Secretary, Telangana State Public Service Commission, Hyderabad (10 copies)

Sf/Sc.

**//FORWARDED :: BY ORDER//**

**SECTION OFFICER**